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Deputy Comptroller

29 July 1958

Chief, Fiscal Division

Audit of Deputy Director (Intelligence) Travel Claims

REFERENCE: Memorandum dated 10 July 1958, directed to the Deputy Comptroller, by the Assistant Comptroller

1. With regard to the telephone calls cited in paragraph 2(a) of the reference, the Fiscal Division has had no occasion to question or take exception to local calls made on official business when such calls failed to give the name of the party called or telephone number. In fact we would have no need for such information. However, whenever a claim has been made for local calls in a lump sum, the Division is within its right according to existing laws and regulations, to question, and if necessary to make deductions for such calls. Standardized Government Travel Regulations paragraph 8.1 states in part: "The travel voucher shall show the number of such calls, rate per call, total amount expended each day, and that the calls were on official business."

NOTE:

The 20 cent calls referred to and later identified with a claim submitted by [REDACTED] under Travel Order No. OCR 124-58XG, period 6/10-11/58, were not questioned or disallowed. However, a deduction was made for excess per diem.

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2. The case cited in paragraph 2(b) relative to a disallowance made by the Division on the basis that after reservation was made, a sleeping car was added to the train, is erroneous. We would have no way of knowing that a situation of this type existed and would accept the certification made by the traveler as prima facie evidence of the facts stated therein. However in the absence of this certification the use of superior accommodations, in all instances, would be questioned by us.

NOTE:

The claim submitted by [REDACTED] under Travel Order No. 128-58XG, period 12-13 June, 1958, did not contain the proper certification for the use of superior accommodations. This resulted in the question being raised by the Division as to whether or not the superior

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accommodations were secured for personal convenience. To expedite the handling of this voucher, the office concerned was contacted by telephone for clarification of this fact; this resulted in their furnishing us with a separate certification and avoided our having to make a deduction.

3. In answer to the question raised in paragraph 3 of the memorandum, the traveler in every instance, must make the certification for the use of superior accommodations. Standardized Government Travel Regulations paragraph 3.6a(1) states in part: "accommodation superior to a lower berth may be allowed on certification by the traveler on his travel expense voucher that, at time reservation was made, a lower berth was not available and that the accommodation used was the lowest available first-class accommodation superior to a lower berth".

4. The question raised in paragraph 2(c) of the memorandum can be answered by referring to the following regulation. Under Standardized Government Travel Regulations paragraph 3.4a, the use of a taxicab will be allowed "if the use of such facilities is authorized or approved as advantageous to the Government" whenever the employee is engaged on official business within or outside his designated post of duty. While an employee is on official business outside his designated post of duty, the use of taxicabs, between lodgings and places of business or between places of business, may be allowed under this subsection. CIA Regulations [REDACTED] paragraph 7H(4) reads--"While an employee is on official business outside his designated post of duty, the use of taxicabs between places of lodging and places of business or between places of business, may be allowed" with the omission of the provision "if***authorized or approved as ***". Because the Agency regulation does not conform to the Standardized Government Travel Regulation, paragraph 3.4a, upon which the CIA regulation is based, it is the conclusion of this office that CIA Regulation [REDACTED] paragraph 7(h) should be revised to include "when authorized or approved as advantageous to the Government".

5. The Fiscal Division must adhere strictly to the laws and regulations prescribed for traveling expenses incurred by employees of the Government. It is regretted that in doing this that a degree of ill feeling has been created with certain officials in the Agency.

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